

**BUSINESS JUSTIFICATION**  
**Department of Finance and Administration**  
**DIVISION OF MENTAL RETARDATION SERVICES**

**I. Executive Summary**

The mission of the Division of Mental Retardation Services (DMRS) is to address the daily needs of and provide quality care, protection and support for over 8,349 mentally retarded service recipients, in both community agencies and developmental centers, across the state while recognizing that projected growth for the next fiscal year in the community agencies will increase this number served to 8,949 individuals.

Thus, the DMRS position classifications that are selected for the Voluntary Separation Program (VSP) are chosen because of:

1. The continuing decline in census in DMRS developmental centers;
2. Systematic and rapid changes in information technologies that have impacted and will continue to impact DMRS administrative support positions; and
3. The result of changes in Centers of Medicaid and Medicare Services (CMS) reporting requirements, whereby DMRS is engaged in the realignment of personnel, which includes modifications in the functions of monitoring staff and in the standardization of the evaluation process for DMRS service recipients and the resulting reviews, from region to region, of individual plans of care.

*See Attachment A, DMRS Position Classifications for VBP.*

**II. Business Justification and Assessment**

The justification for the selection of each category listed below and for each of the position classifications listed in *Attachment A* is as follows:

**I. DEVELOPMENTAL CENTERS**

**A. Maintenance:** All maintenance position classifications not on initial probation or in interim status listed in *Attachment A- 1 through 23*, are chosen because of the decline in both actual and projected census for each developmental center- Arlington Developmental Center, Clover Bottom Developmental Center and Greene Valley Developmental Center.

**B. Direct Care:** All direct care position classifications not on initial probation, in interim status, or part of the current Arlington Developmental Center Reduction-In-Force listed in *Attachment A- 1 through 9*, are chosen because of the decline in both actual and projected census for each developmental center- Arlington Developmental Center, Clover Bottom Developmental Center and Greene Valley Developmental Center.

**C. Housekeeping:** All housekeeping position classifications not on initial probation or in interim status listed in *Attachment A- 1 through 3*, are chosen because of the decline in both actual and projected census for each developmental center- Arlington Developmental Center, Clover Bottom Developmental Center and Greene Valley Developmental Center.

**D. Food Service:** All food service position classifications not on initial probation or in interim status listed in *Attachment A- 1 through 6*, are chosen because of the decline in both actual and projected census in Arlington Developmental Center and Greene Valley Developmental Center.

**E. Laundry:** All laundry position classifications not on initial probation or in interim status listed in *Attachment A- 1* are chosen because of the decline in both actual and projected census for Greene Valley Developmental Center.

**F. Clinical:** All position classifications listed in *Attachment A- 1 through 5*, are chosen due to the census decline in all three developmental centers and are also chosen to establish a more acceptable patient/physician ratio. The proposed reallocation of physician-type positions will create a ratio of about 1 to 50. Although there are no set standards by court orders or CMS regulations, past experience has shown that this would be a reasonable ratio.

## **II. DIVISION WIDE-** Reg. Offices (3), Developmental Centers (3)

**A. Program support:** All program support position classifications not on initial probation, in interim status, or part of the current Arlington Developmental Center Reduction-In-Force listed in *Attachment A- 1 through 6*, are chosen because of the decline in both actual and projected census for each developmental center and advances in automation and in specific information technologies impacting recordkeeping and case management.

**B. Administrative support:** All administrative support position classifications not on initial probation, in interim status, or part of the Arlington Developmental Center Reduction-In-Force listed in *Attachment A- 1 through 13*, are chosen because of the decline in both actual and projected census for each developmental center and due to automation advances in recordkeeping and in specific information technologies.

## **III. REGIONAL OFFICES/DEVELOPMENTAL CENTERS/RESOURCE CENTER**

**A. Therapy/Clinical/Day Services:** All therapy/clinical and day services position classifications not on initial probation, on interim status, or part of the Arlington Developmental Center Reduction-In-Force listed in *Attachment A- 1 through 5* are chosen because of the decline in both actual and projected census for each developmental center and due to changes in core responsibilities realigned to meet responsibilities pursuant to TennCare and Medicaid Waiver requirements for DMRS Community Service programs.

## **IV. CENTRAL OFFICE**

**Varied:** All position classifications not on initial probation or if Executive Service with less than 6 years' service listed in *Attachment A- through 14*, are chosen due to designated realignments undertaken to achieve more efficient use of central office personnel, thus effectuating compliance efforts pursuant to court orders concerning TennCare and Medicaid Waiver services. These positions are included in the other spreadsheet as they were part of an identified business group unit.

### **III. Information for F & A Budget**

See *Attachment B- DMRS: VBP financial spreadsheet*.



\_\_\_\_\_  
Stephen H. Norris  
Deputy Commissioner

\_\_\_\_\_  
6/19/08

Date

## **DMRS Position Classifications for VSP- Attachment A**

### **Classifications:**

#### **I. DEVELOPMENTAL CENTERS ONLY**

##### **A. Maintenance**

1. Bldg Main Wkr 1
2. Bldg Main Wkr 2
3. Bldg Main Wkr 3
4. Equip Mech 1
5. Equip Mech 2
6. Heating Ref Mech 1
7. Heating Ref Mech 2
8. Heating Ref Mech 3
9. Locksmith
10. Grounds Wkr 1
11. Grounds Wkr 2
12. Grounds Wkr 3
13. Maint Carp 1
14. Maint Carp 2
15. Maint Elect 1
16. Maint Elect 2
17. Maint Mech 2
18. Maint Mech 3
19. Maint Plum 1
20. Maint Plum 2
21. Maint Painter 1
22. Maint Painter 2
23. Veh Operators

##### **B. Direct Care**

1. Dev Tech Supv 1
2. Dev Tech Supv 2
3. Dev Tech
4. Occ Therapy Tech
5. Phy Therapy Tech
6. Rec Therapy Tech
7. Rec Therapist 1
8. Rec Therapist 2
9. Dev Training Tech

##### **C. Housekeeping**

1. Custodial Wkr 1
2. Custodial Wkr 2
3. Custodial Wkr Supv 2

D. Food Service

1. Cook 1
2. Cook 2
3. Food Serv Wkr
4. Food Serv Supv 2
5. Food Serv Supv 3
6. Food Serv Mgr 2

E. Laundry

1. Laundry Wkr 1

F. Clinical

1. Nurse Practitioner
2. Phy Internal Medicine
3. Phy Per Spec
4. Phy Dev Dir
5. Physician

II. DIVISION WIDE (Excl'd. Cen. Off)

A. Program Support

1. Counseling Assoc 2
2. MR Prog Spec 2
3. MR Prog Spec 3
4. Res Prog Specialist
5. Dev Srv Monitor
6. Exec A Ast 3

B. Admin Support

1. Admin Sec
2. Secretary
3. Admin Serv Asst 1
4. Admin Serv Asst 2
5. Admin Serv Asst 3
6. Admin Asst 1
7. Admin Asst 3
8. Acct Tech 1
9. Acct Clerk
10. Data Proc Oper 2
11. Clerk 1
12. Clerk 2
13. Clerk 3

III. REG. OFFICE / DEV CTRS / RES CTR.

A. Therapy/Clinical/Day Serv

1. Hab Therapist
2. Hab Ther Supv
3. Hab Ther Tech
4. Inst Prog Coord
5. Inst Prog Dir

IV. CENTRAL OFFICE

A. Varied

1. RN 4 Community Srvcs
2. ASA 1- Compliance
3. IRSS 5- Prot from Harm
4. Clerk 2 Fiscal
5. Clerk 3 HR
6. MRPS 3 Comm Srvcs
7. Acct Tech 2 Fiscal
8. Acct 2 Spec Srvcs
9. ASA 2 Contracts
10. ASA 2 Community Srvcs
11. ASA 2 Staff & Provider Development
12. ASA 5
13. ASA 1 Consumer/Family Srvcs
14. Investigators

## DMRS Key to Budget Codes

344.01 - Central Office  
344.10 - Arlington Developmental Center  
344.11 - Clover Bottom Developmental Center  
344.12 - Greene Valley Developmental Center  
344.20 - West Tennessee Regional Office  
344.21 - Middle Tennessee Regional Office  
344.22 - East Tennessee Regional Office  
344.30 – West Tennessee Resource Center  
344.40 – West Tennessee Community Homes  
344.81 – Developmental Disabilities Council